

## Directions for Meter Extract Application and Single Meter Summary Calculation Worksheet

1. To make sure settings are correct:
  - A. On the Tool Bar select Tools
  - B. Internet Options
  - C. Security
  - D. Custom Level
  - E. Reset security level
  - F. Reset to Low (OK)
2. Add BIS homepage to Favorites.
  - Select Favorites from the Tool Bar
  - Select Add to Favorites... (OK)
3. Welcome to Billing Information Site
  - If you would like a sample Excel worksheet (97-2000) to reproduce the Single Meter Demand Summary Reports Click [Link to Single Meter Point Demand Summary Report Calculation Worksheet](#). Then file, save as... & leave Excel open.
  - If you would like directions for the Meter Extract Application Click [Link to Single Meter Point Demand Summary Report Instructions](#)
4. Click (YES) to download the non-secure items:
5. Billing Information Logon Screen Click (Continue)
  - Please select your **Utility Name** and provide your **Password**.
  - Optional (Non-affiliated Agent ID) – this is for Scheduling Agents, Etc.
6. Click Continue
7. Please select from available dates: Hourly meter readings are posted on a rolling 75-day basis. Please select from the available dates below, for example (01/01/03 - 01/31/03)
8. Click Continue
9. Highlight Meters to include in your query.
  - Or check box to include all meters
10. Select your Data Presentation
  - Select **Download** or **View**
11. Select your Power Type
  - kW meters only
  - kV meters only

- Both kW kV meters
12. Click Continue
  13. Read Estimated Download Times
  14. Push button below to download your Meter Data (**Download Now**)
    - Note: If you do not see the **Download Button** above [Click Here](#) to link to your data. Save the Download file with an extension of ".csv". Open as an excel document. (File, open, all files) find file. (**If here skip 16, 17, 18, 19, 21**)
  15. Write down Download file name, for example: C:\winnt\quicksoft\BIS.txt
  16. OK
  17. Minimize Web
  18. Open Excel
    - Open Excel calculation worksheet
  19. In excel navigate to the correct directory (C:\winnt\quicksoft or C:\windows\quicksoft) (all files (\*.\*)) find Download file name, double click on it to open.
    - Import Wizard
    - Delimited
    - Next
    - Tab & Comma
    - Next
    - General
    - Finish
    - Note: if the file is not there, open Explore under the windows Start menu and follow the network path (C:\winnt\quicksoft or C:\windows\quicksoft) (all files (\*.\*)) and double click to open it.

Your file is now in an Excel spreadsheet format.

    - File/Save As (change type to Excel (.xls) instead of text default).
  20. If you downloaded both kW & kV you can now do a **Data/Sort**, separating kW & kV.
    - Data
    - Sort
    - Descending Column B
    - Column A
    - Column C
    - No header row
  21. Highlight one month of kW data down, then [shift key] and right arrow to end of data. **Edit/Copy.**
  22. Go to kW Data tab, **Press Paste Button.**

23. Repeat 23 & 24 for the kV.

Go to the kV Data tab, **Press Paste Button.**

24. All the information on the Calculation Worksheet should now be updated with your data.

25. File save as Meter point name and month, save this document to your hard drive or a disk. To create a permanent history file do this for each meter every month.

26. This process needs to be repeated for each Meter point. The spreadsheet is set up to handle one Meter point at a time

27. The calculation worksheet is computed before losses; therefore, it defaults to 1.000. If you have losses, you will have to modify the worksheet to calculate losses by inputting the loss factor in the **Red bold** areas. If you have reactive data please follow the directions in the calculation worksheet and enter your reactive data in the blue boxes.

28. A master file for each meter can be created to retain loss factor amounts or the loss factors can be entered into the spreadsheet each month.

Please feel free to call if you have any questions.

James Lambert, Business Data Analyst  
Transmission Billing  
Bonneville Power Administration  
(360- 418-8754)